

**CLOSED – This Request for Proposal is for reference purposes only.**

# Justice Bulletin

Montana Board of Crime Control

**[Website mbcc.state.mt.us](http://mbcc.state.mt.us)**

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408 (406) 444-3604 FAX (406) 444-4722*

## **Request for Proposals (RFP)**

### **04-13 (R) Residential Substance Abuse Treatment (RSAT)**

**Proposal Deadline: February 6, 2004**

Applications must be postmarked, or received by the MBCC no later than **February 6, 2004 at 5 p.m.**

**Project Dates: July 1, 2004 to June 30, 2005**

## **I. Introduction**

The Montana Board of Crime Control is soliciting proposals for funding to assist state and units of local government in developing and implementing residential substance abuse treatment programs within state and local correctional and detention/jail facilities.

Ten percent of the funds (\$34,618) will be made available to local adult and juvenile detention facilities to establish a substance abuse treatment program. Montana Department of Corrections is eligible to submit an application for the continuation of the program at Pine Hills Youth Correctional Facility (\$311,567).

Projects will be awarded for a 12-month period beginning July 1, 2004. These funds must have a 25% cash match (see *Match* section V for details).

*(Note: Because federal funds are not always available immediately following the award date, programs should prepare for this contingency.)*

## **II. Purpose of Grant**

The Residential Substance Abuse Treatment for State Prisoners (RSAT) Formula Grant Program assists states and units of local government in developing and implementing residential substance abuse treatment programs within state and local correctional and detention/jail facilities.

## **III. Eligibility**

State and local adult and juvenile detention/jail facilities are eligible to apply.

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### **IV. Late Applications**

1. New project applications that are received past the due date will not be considered during the current cycle.
2. The first late submittal for continuation project applications will require appearance before the Board of Crime Control to request consideration. The second late submittal requires the application be returned and not considered during the current cycle.

### **V. Match**

A 25% hard cash match is required for all projects.

### **VI. Funding Period**

Projects must begin on July 1, 2004 and conclude on June 30, 2005.

### **VII. Limitations and Fund Use**

Review this list carefully. If you have questions, call prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs are limited to \$450 per 8-hour day without additional approval.
6. Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. Call for instructions regarding out-of-state travel.
7. Indirect costs are not allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to the fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
11. Funds may not be expended or obligated prior to July 1, 2004.
12. Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.

If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

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*(Note: Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.)*

### **VIII. Application Requirements**

**All successful applicants for grant award funds from MBCC must agree to the following:**

- ☐ Submit Quarterly reports until the project is completed in the prescribed format according to the MBCC time frames.
- ☐ Applicants include budget item (approximate cost \$200) for travel to the Montana Board of Crime Control's Grant Management Workshop. This training is to target personnel who work directly in the program and fiscal area of this project, and who have not previously attended a session. Workshop is usually scheduled either in August or September. It is anticipated we will have one workshop in Eastern Montana and Western Montana.

### **IX. Special Requirements**

#### **State Facilities:**

Residential substance abuse treatment programs provide individual and group treatment activities for offenders in residential facilities that are operated by state and local correctional agencies.

These programs must:

- ☐ Last between 6 and 12 months.
- ☐ Be provided in residential treatment facilities set apart from the general correctional population. Set apart means a completely separate facility or a dedicated housing unit within a facility exclusively for use by program participants.
- ☐ Focus on the substance abuse problems of the inmate.
- ☐ Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance and related problems.
- ☐ Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the residential substance-abuse treatment program and post program while they remain in the custody of the state or local government.
- ☐ Preferably, participation in the residential program should be limited to inmates who have 6 to 12 months remaining in their term of confinement so that they can be released from prison after completing the treatment program, rather than returning to the general prison population.

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### **Detention/Jail-Based Treatment Programs:**

Jail-based substance abuse programs provide individual and group treatment activities for offenders in jails and local correctional facilities.

These programs must:

- ☐ Last at least 3 months.
- ☐ Make every effort to set apart the treatment population from the general correctional population.
- ☐ Focus on the substance abuse problems of the inmate.
- ☐ Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance and related problems.
- ☐ Be science-based and effective.

### **Aftercare:**

Preference will be given to subgrant applicants who will provide aftercare services to program participants. Aftercare services must involve coordination between the correctional treatment program and other human service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs that may aid in rehabilitation.

## **X. Selection Process**

The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program managers will summarize the grant and technical information.

The Subgrant Review Committee of the Board will review proposals during their March 2004 meeting. Their recommendations will be provided to each applicant at least 15 days prior to the March 2004 meeting of the Board.

## **XI. Uniform Crime Reporting**

***If the grant is for a law enforcement agency, the law enforcement agency must*** be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the Board will decide if the MOU would justify a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information please contact Don Crabbe at (406) 444-2077 [dcrabbe@state.mt.us](mailto:dcrabbe@state.mt.us)

Agencies needing crime data to complete their applications can locate that information at [www.mbcc.state.mt.us](http://www.mbcc.state.mt.us).

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### **XII. Awards & Appeals**

Immediately following the review of the applications by the Subgrant Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. In the case where the Subgrant Review Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Board. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Board meeting and a representative must appear before the Board at the next meeting.

Board actions are passed on to the successful applicants immediately following the Board meeting.

### **XIII. Application Procedures**

**Requesting an Application.** Call the main office of the MBCC at (406) 444-3604 and request an Application Kit. Indicate the RFP number. You will be sent an application and guidelines. You must comply with all instructions. Also you can access us on the Internet at [www.bccdoj.doj.state.mt.us](http://www.bccdoj.doj.state.mt.us) and our e-mail address is [mbcc@state.mt.us](mailto:mbcc@state.mt.us)

**Who to Call for Assistance:** If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff.

<u>Fiscal</u>	<u>Phone</u>	<u>Program</u>	<u>Phone</u>
Glenda Grover	444-2085	Chris Christensen	444-2947
Don Merritt	444-2076		

**Copying Requirement.** Mail the original copy of the complete application and 7 copies of the entire application before **the deadline of February 6, 2004.**

**Faxing.** Faxed applications will not be accepted.

**Application Check List:** Please refer to this checklist before mailing your application.

- ☐ Face Sheet
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Project Narrative
- ☐ Special Assurances and Conditions
- ☐ Signature Page

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**RETURN APPLICATIONS TO:**

Montana Board of Crime Control  
3075 North Montana  
Post Office Box 201408  
Helena MT 59620-1408

**Deadline(s).** Applications for **03-14 (R) Resident Substance Abuse Treatment (RSAT)** must be mailed to MBCC not later than **February 6, 2004 at 5 p.m.**

Interested applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

**Receipt Verification.** All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

*Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 or FAX (406) 444-4722.*